

Any Open Records Request seeking access to University records should be directed to the Vice President and Chief Financial Officer and Custodian of Records as follows:

VIA E-MAIL

cfo@www.utexas.edu
Mr. Kevin P. Hegarty
Vice President and Chief Financial Officer

VIA TELEFACSIMILE

(512) 471-7742
Mr. Kevin P. Hegarty
Vice President and Chief Financial Officer
The University of Texas at Austin
PO Box 8179
Austin, Texas 78713-8179

VIA US MAIL

Mr. Kevin P. Hegarty
Vice President and Chief Financial Officer
The University of Texas at Austin
PO Box 8179
Austin, Texas 78713-8179

State law provides that the University can designate a person that is authorized to receive e-mail or faxed requests for open records. If the University makes such a designation, the Open Records Act is only activated if the request is directed to the assigned individual. Pursuant to Section 552.301(c), *Government Code*, the Custodian of Records has been designated to receive all electronic mail requests for public information. The University is not responsible for responding to electronic mail and fax requests sent to any electronic mail address other than the email address for the Vice President and Chief Financial Officer and Custodian of Records cited above. Any Open Records Requests submitted should be directed to this office via fax at (512) 471-7742 or via e-mail to cfo@www.utexas.edu.

Please feel free to contact **Ms. Annela Lopez at (512) 471-8300** if you have any questions regarding the Open Records process.